

Creating Prior Approval Requests

General Information

As a Grantee, you can initiate a Prior Approval (PA) Request when a current grant award needs updates. As part of the Prior Approval Request, complete budget information on the structured forms in the EHBs. After completing the forms, submit your request to HRSA for review and approval. Examples of changes that can be made to grants include carrying funds over to a new year, an extension with or without additional funds, and approval of draw-down funds.

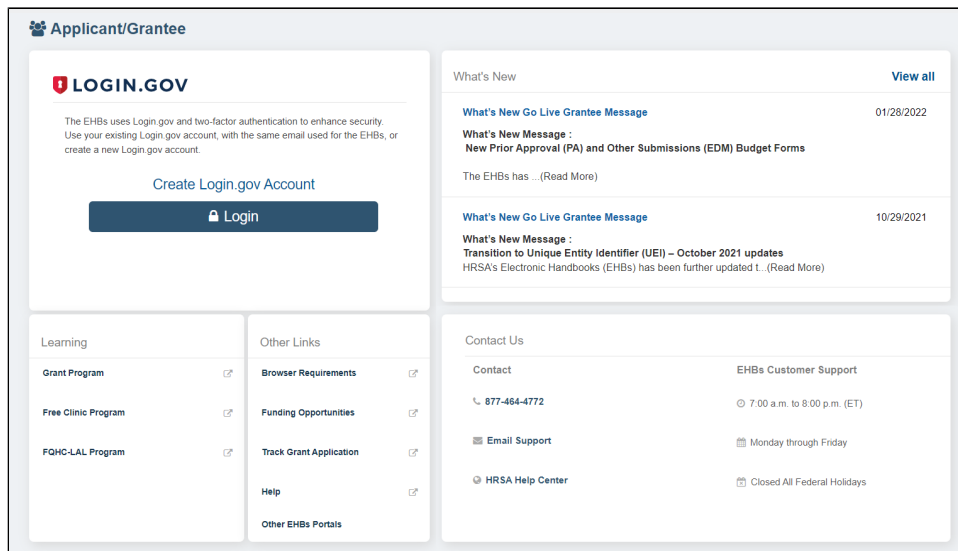
On this page

- [General Information](#)
- [Steps to Create a Prior Approval Request](#)

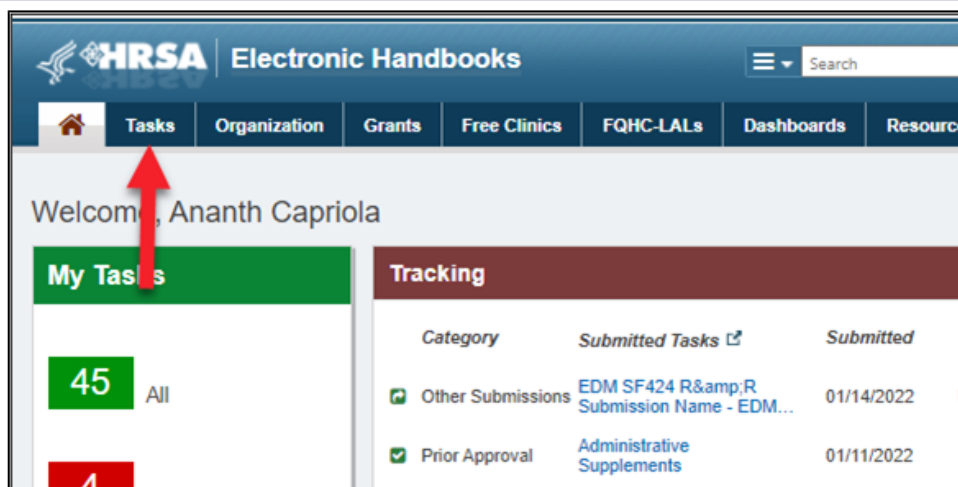
Steps to Create a Prior Approval Request

1 Login to the EHBs (<https://grants.hrsa.gov/webexternal>) as a Grantee using Login.gov and two-factor authentication.

For details about logging in to the EHBs, refer to the [EHBs Login Process Overview](#) help page.



2 Click the **Tasks** tab from the top header options.



3	<p>On the Pending Tasks - List page, click Prior Approvals from the Grants section in the left navigation panel. You will land on the Prior Approvals - Incomplete List page.</p>	
4	<p>Click the Create New Prior Approval button, just below the page title. You will land on the My Grant Portfolio - List page.</p>	
5	<p>Click Request Prior Approval in the Options column. You will land on the Prior Approval Request - Acknowledge Documentation Review page.</p>	

6 Open and review the document(s) under the **Prior Approval Documentation** section.

Prior Approval Documentation	
Document Name	Description
HHS Grant Policy	HHS Grant Policy

7 Click the **Acknowledgment** check boxes and then click the **Continue** button. You will land on the **Prior Approval Request Type - Select** page.

Acknowledgement

☐ I acknowledge that I have reviewed all documentation and would like to proceed further.

☐ I acknowledge that I have reviewed the UNIFORM GUIDANCE CODIFIED FOR HHS AT 45 CFR PART 75 and would like to proceed further.

Cancel

Continue

8 Click the radio button for the **Request Type** and then click the **Create** button. You will land on the **Prior Approval - Status Overview** page displaying a "Success" banner.

Request Type ⓘ

☐ Administrative Supplements

☐ Approval To Draw-Down Funds

☒ Capital Update

☐ Carryover of Unobligated Balances

☐ Extension with Funds

☐ Extension without Funds (No Cost Extension)

☐ Other (e.g. Name Change, Deviation from Terms etc)

☐ Project Director(PD) Change

☐ Property Actions (e.g. Disposition, Encumbrance)

☐ Rebudgeting (e.g. A&R, Transfers etc)

Cancel

Create

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On the **Prior Approval Request – Status Overview** page, select the forms from the left menu and enter the details in the structured budget forms. The displayed budget forms are based on the Prior Approval Type and Grant Type combination selected.

ALL TASKS <<

Prior Approval Functions

Overview

Status

Request Information

General Information

Request Details

SF-424 A

Section A-C

Section D-F

Budget Narrative

SF-424 C

Budget Information

Budget Narrative

Review and Submit

Submit

Review

Other Functions

Navigation

Return to Prior Approvals List

Prior Approval Request - Status Overview

Success:

You have successfully created a Prior Approval Request. The Request Tracking Number is PA-00100078. Please use this number for all future correspondence related to this request.

PA-00100078 : BEALLS POULENC HEALTH CENTER, BANCROFT, NV

Submission Status: In Progress

Prior Approval Request Type: Capital Update

Grant Number: H80CS00589

Project Period: 02/01/2019 - 01/31/2023

Budget Period: 02/01/2021 - 01/31/2022

Project Title: Health Center Program

Resources

View

Last NoA | HRSA Contacts | Awarded Funding Opportunities

Users with permission on Prior Approval Request (8)

Prior Approval Status

Section	Status	Options
General Information	Not Started	Update
Details	Not Started	Update
SF424 A - Section A-C	Not Started	Update
SF424 A - Section D-F	Not Started	Update
SF424 A - Budget Narrative	Not Started	Update
SF424 C - Budget Narrative	Complete	Update
SF424 C - Budget Information	Complete	Update



Note
You can use the left navigation menu to

ALL TASKS <<

Prior Approval Functions

Overview

Status

Request Information

General Information

Request Details

SF-424 A

Section A-C

Section D-F

Budget Narrative

SF-424 C

Budget Information

Budget Narrative

Review and Submit

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Prior Approval Status

Section	Status	Options
General Information	Not Started	Update
Details	Not Started	Update
SF424 A - Section A-C	Not Started	Update
SF424 A - Section D-F	Not Started	Update
SF424 A - Budget Narrative	Not Started	Update
SF424 C - Budget Narrative	Complete	Update
SF424 C - Budget Information	Complete	Update

add budget information to each structure defined for . OR you can click Update within the **Prior Approval** Status select

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n.

Note Depending on the Prior Approval request selected, the details are requested within the structure

Prior Approval - General Information

PA-0084994 : MANAGERS PRESSOTECHNIK UNIVERSITY, BLUE RIDGE, LA Submission Status: In Progress

Resources (2)

[View](#)

Last NoA | HRSA Contacts | Awarded Funding Opportunities

Fields with * are required

*** Sub Type**

☐ Name/Entity Change
(To transfer the legal and administrative responsibility of a grant-supported project or program from one legal entity to another, before the expiration of the approved project)
For Example: Organization Name Change, EIN Change

☐ Request for change in Terms and Conditions
(To undertake any activities disapproved or restricted as a condition of the award)

☐ Institute Relinquishment of Grant
(To request termination of grant award prior to its scheduled end date)

☒ Other
(For any other type of Prior Approval Request)

Contact Information

Role	Title	Name	Phone	Email	Options
* Point of Contact					Add
* Authorizing Official					Add

[Go to Previous Page](#) [Save](#) [Save and Continue](#)

ed budget for ms will change.

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After completing the Prior Approval Request select **Submit** within left navigation menu. Complete the details provided and **Submit** the Prior Approval Request.

